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ABSTRACT

This handbook was prepared for the Adult Basic Education (ABE) teacher to provide information on the public services and programs administered by Federal, State, and local governmental agencies, including private, civic, and community organizations through which the needs of ABE students may be met. A cross-index is provided, including the services offered and the agencies offering services. The handbook is structured to be used in many communities. Space in which to enter the name of the local office, person to contact, address, and telephone number follow a generalized description of each agency, and blanks are provided for the user to list other agencies. The handbook is constructed in a loose-leaf form to facilitate continuous updating. (Author/AJ)

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Issue 11

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HANDBOOK OF SERVICES AVAILABLE FOR ADULT STUDENTS

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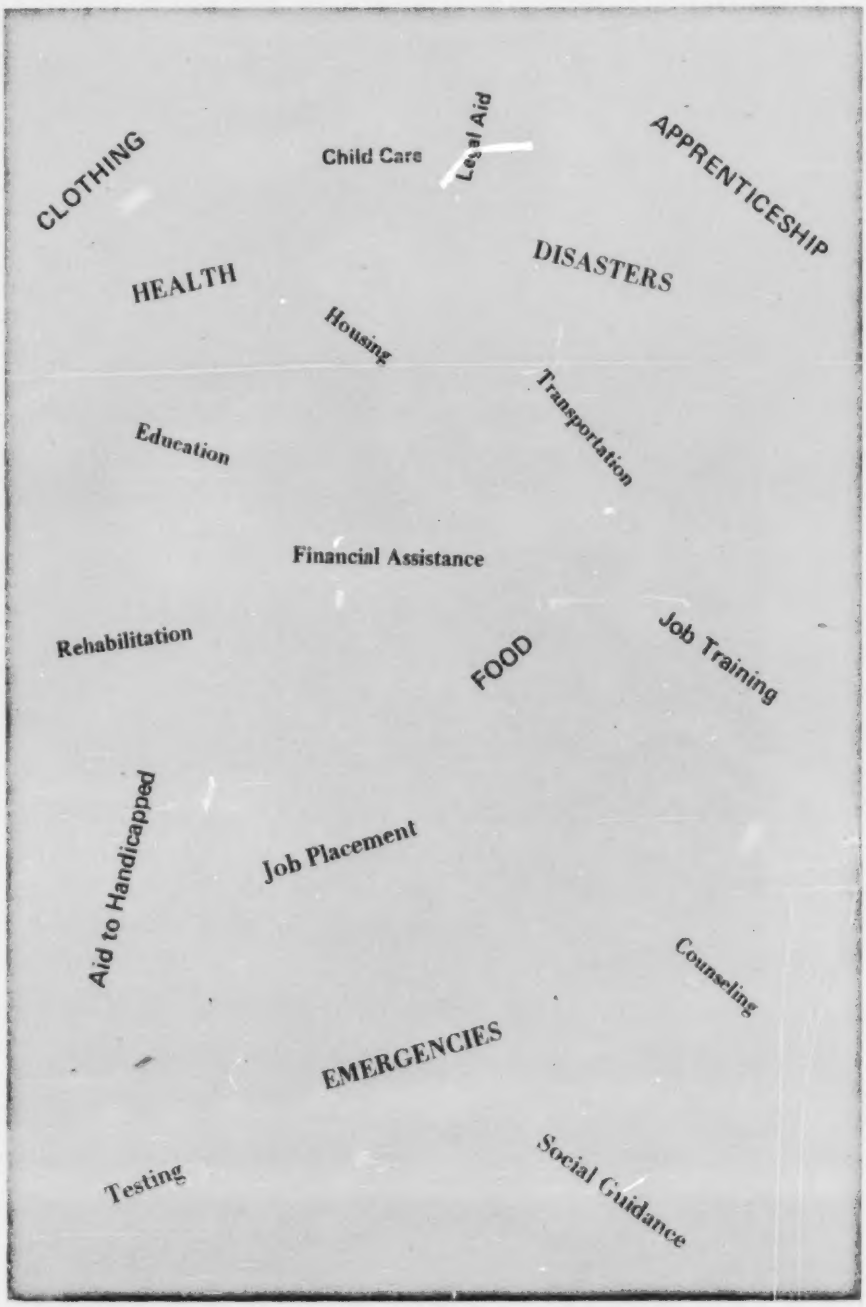

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KENTUCKY

Appalachian Adult Education Center

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HANDBOOK OF SERVICES AVAILABLE FOR ADULT STUDENTS

Compiled by

C. J. Bailey

Appalachian Adult Education Center
Bureau for Research and Development
Morehead State University
Morehead, Kentucky

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FOREWORD

The Appalachian Adult Education Center, in its continuous efforts to conduct teacher-training, research, demonstration, and change agent functions, recognized the problem that ABE teachers need a workable source that identifies services and agencies available to meet the needs of their ABE students.

Thus, this handbook has been prepared for the ABE teacher as a means of providing general information on the public services and programs administered by federal, state, and local governmental agencies, including private, civic, and community organizations through which the needs of ABE students may be met.

A cross-index is provided, including the services offered and the agencies offering services. To use the index: First, locate the service desired; then, from the agencies listed under that service refer to the alphabetical listing of agencies on page 11, which will give the page number on which you will find the description of services provided by that agency.

The handbook is structured to be used in many communities. The name of the LOCAL OFFICE, PERSON TO CONTACT, ADDRESS, and TELEPHONE NUMBER follow a generalized description of each agency to be filled in by the person using the handbook. There are blanks left under each service offered to list other agencies not already listed that the user knows provide the specified service. The handbook does not attempt to detail programs. It is intended to direct, easily and quickly, ABE teachers to a particular agency providing the service that the ABE student needs.

The handbook is constructed in a loose-leaf form to facilitate continuous updating through adding agencies that were not included in the original handbook.

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Aid to Handicapped

1. Area Vocational School
2. Child Welfare
3. Experimental and Demonstration Program
4. MDTA - Transition
5. Public Assistance
6. Public Library
7. Social Security Administration
8. State Employment Security Agencies (Economic Security)
9. Vocational Rehabilitation
10. _____

Apprenticeship

1. Area Vocational School
2. Community School Program
3. National Apprenticeship Program
4. Opportunities Industrialization Centers - OIC
5. Public Library
6. Public Service Centers
7. State Employment Security Agencies
8. _____

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Careers

1. Area Vocational School
2. Community School Program
3. Military Education Directed Into Health Careers (Operation MEDIHC)
4. New Careers Program
5. Public Library
6. Public Service Careers
7. _____

Child Care

1. Child Welfare, Department of
2. City-County Welfare Departments
3. Community Action Programs - CAP
4. Community Coordinated Child Care (4-C) Program
5. Community School Program
6. Food and Nutrition Service
7. JOBS
8. Public Assistance
9. Public Library
10. Work Incentive Program - WIN
11. _____

Counseling

1. Adult Basic Education
2. Area Vocational School

3. Bureau of Rehabilitation Services
4. College or University
5. Community School Program
6. Concentrated Employment Programs - CEP
7. Higher Education Project
8. MDTA
9. Public Library
10. Selective Service Rehabilitation
11. State Employment Security Agencies
12. Veterans Administration - VA
13. Vocational Rehabilitation
14. _____

Education

1. Adult Basic Education
2. Area Vocational School
3. American Red Cross
4. Business and Professional Women's Clubs
5. College or University
6. Community School Program
7. Concentrated Employment Program
8. Jaycees
9. Job Corps
10. JOBS
11. Higher Education Project
12. Labor Mobility Project
13. Local Public School System

14. MDTA
15. MEDIHC
16. New Careers Program
17. Operation Mainstream
18. Public Assistance
19. Public Library
20. Veterans Administration
21. Vocational Extension
22. Work Incentive Program
23. _____

Emergencies and Disasters

1. American Red Cross
2. Child Welfare
3. City-County Welfare Department
4. Comprehensive Care Center
5. Federal Housing Administration - Rent Supplements
6. Public Assistance
7. Public Library
8. _____

Financial Assistance

1. City-County Welfare Department
2. Community Action Agency Program - CAP
3. Farmers Home Administration - Rural Housing Loans
4. Federal Housing Administration - Rent Supplements

5. Federal Housing Administration - Mortgage Credit Assistance for Home Ownership

6. Federal Housing Administration - Interest Suppiements On Home Mortgages

7. Labor Mobility Project

8. Public Assistance

9. Public Library

10. Social Security Administration

11. Unemployment Insurance

12. _____

Food and Clothing

1. American Red Cross

2. City-County Welfare Department

3. Food and Nutrition Service--Department of Agriculture Food Assistance Program

4. Public Assistance

5. Public Library

6. _____

Health

1. American Red Cross

2. Bureau of Rehabilitation Services

3. Child Welfare

4. Community Action Agency Program - CAP

5. Comprehensive Care Center

6. County-City Health Department

7. JOBS

8. Lions Club (Eye Examination and eyeglasses)

9. MDTA
10. Public Assistance
11. Public Library
12. Rotary Club (Hearing testing)
13. Social Security Administration (Medicare and Medicaid)
14. Vocational Rehabilitation
15. _____

Housing

1. City-County Health Department
2. Community Action Agency Program - CAP
3. Farm Home Administration - Rural Housing Loans
4. Federal Housing Administration - Rent Supplements
5. Federal Housing Administration - Mortgage Credit Assistance for Home Ownership
6. Federal Housing Administration - Interest Supplements On Home Mortgages
7. Housing Assistance Administration - Urban Renewal and Housing Assistance: Low Rent Public Housing
   Tenant Service
   Relocation
8. Public Assistance
9. Public Library
10. _____

Job Placement

1. Area Vocational School
2. Bureau of Rehabilitation Services
3. Civil Service
4. Community Action Agency Program - CAP
5. Concentrated Employment Program - CAP

6. Experimental and Demonstration Program
7. Labor Mobility Project
8. MDTA
9. MEDIHC
10. Neighborhood Youth Corps - NYC
11. New Careers Program
12. Operation Mainstream
13. Opportunities Industrialization Centers - OIC
14. Public Library
15. Public Service Careers
16. Selective Service Rehabilitants
17. State Employment Security Agencies
18. Work Incentive Program - WIN
19. _____

Job Training

1. Area Vocational School
2. Bureau of Rehabilitation Services
3. Community Action Agency Program - CAP
4. Community School Program
5. Concentrated Employment Program - CEP
6. Experimental and Demonstration Program
7. Job Corps
8. JOBS
9. National Apprenticeship Program
10. Neighborhood Youth Corps - NYC

11. New Careers Program
12. Operation Mainstream
13. Opportunities Industrialization Centers - OIC
14. Public Library
15. Public Service Careers
16. Selective Service Rehabilitants
17. Transition Program - MDTA
18. Veterans Administration
19. Vocational Extension
20. Work Incentive Program - WIN
21. _____

Legal Aid

1. Community Action Agency Program - CAP
2. Public Assistance
3. Public Library
4. _____

Rehabilitation

1. Area Vocational School
2. Bureau of Rehabilitation Services
3. Community Action Agency Program - CAP
4. Comprehensive Care Center
5. Experimental and Demonstration Program
6. Job Corps
7. Public Assistance

8. Public Library
9. Selective Service Rehabilitants
10. Veterans Administration
11. Vocational Rehabilitation
12. _____

Social Guidance

1. Community Action Program - CAP
2. Community School Program
3. Higher Education Project
4. Housing Assistance Administration - Urban Renewal and Housing Assistance: Low Rent Public Housing
   Tenant Service
   Relocation
5. Labor Mobility Project
6. Public Assistance
7. Public Library
8. USDA Committees for Rural Development
9. Vocational Rehabilitation
10. _____

Testing

1. Civil Service
2. College or University
3. Community School Program
4. Job Corps
5. Local Public School System

6. Public Library
7. State Employment Security Agencies
8. _____

Transportation

1. Bureau of Rehabilitation Services
2. City-County Welfare Department
3. JOBS
4. MDTA
5. Public Library
6. Vocational Rehebilitation
7. _____

Other Services (Fill In)

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Other Agencies (fill in)_____

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_____

Adult Basic Education Program - ABE

Program Description and Target Population.

The Adult Basic Education (ABE) Program is designed to raise educational level of adults, 16 years of age and older, who have attained less than a college education.

The minimum age of participants in the Adult Basic Education Program has been reduced from 18 to 16 years of age with a view toward including recent high school dropouts as students.

The Adult Basic Education Program will continue to maintain as basic policy the number one priority of reaching the most undereducated of the adult population. Within this first priority, heavy emphasis will be placed on recruiting and retraining adults less than 45 years of age who are undereducated heads of households, welfare recipients, and unemployed or underemployed.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

American Red Cross

Program Description and Target Population.

1. Sets up emergency loans for service men; also emergency leaves.
2. Provides food, shelter, clothing, medical aid to disaster victims.
3. Provides nursing services in communities when there is a need.
4. Collects blood.
5. Conducts first aid programs.
6. Provides small craft training in safety.
7. Conducts water safety program.
8. Organizes high school and junior Red Cross units.
9. Helps provide college for some young people.
10. Works internationally when services are needed in other areas.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Area Vocational School

Program Description and Target Population.

Services are available to secondary students 16 years or older enrolled in regular high school programs; to post-secondary students who are 16 years or older who have left high school; and to adult students who are 21 years of age or older.

The Area Vocational School offers:

1. Adult Learning Centers
2. Machine Shop
3. Tool and Die Making
4. Industrial Electricity
5. Electronics
6. Auto Body Repair
7. Auto Mechanics
8. Welding
9. Drafting
10. Carpentry and Woodwork
11. Food Traced
12. Cosmetology
13. Health Occupations
14. Business and Office Education
15. Home Economics
16. Radio and Television Repair
17. Evening Extension Classes: Evening classes provide training for employed workers who desire to progress in their jobs. These courses are short and flexible, from 30 to 60 hours, and are designed to serve groups of workers having a common need.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Bureau of Rehabilitation Service

Program Description and Target Population.

Services available through the Bureau of Rehabilitation for the disadvantaged are:

1. Counseling and guidance
2. Medical examination
3. Vocational diagnosis
4. Artificial appliances
5. Training
6. Transportation and maintenance
7. Tools and equipment
8. Placement
9. Follow-up

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Child Welfare

Program Description and Target Population.

In 1960 the Department of Child Welfare was designed to administrate and supervise services to neglected, dependent, and delinquent children, including adoption; locating and planning for all children who are dependent, neglected and abandoned, or in danger of becoming delinquent; and performing such other services as may be deemed necessary for the welfare of children.

The following services are available:

1. Supervision of Youth and Services to Courts
2. Foster Care-Group Homes - Maternity Homes
3. Homemaker Services
4. Medical Residences
5. Protective Services
6. Community Resources Development
7. Emergency Shelter Care
8. Day Care
9. Detention, Security, and Diagnostic Services
10. Adoptions
11. Special Services
12. Program Planning and Control

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

City-County Welfare Department

Program Description and Target Population.

Services available for the disadvantaged:

1. Emergency needs - food, clothing, rent, and utilities
2. Commodity food program - based on income and size of family
3. Travelers aid
4. Home for school aged, poverty level children

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Civic Organizations and Service Clubs

	Service Provided	Organization or Club
1.	Scholarship	1. Business and Professional Womens Club
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
2.	Scholarship	2. Jaycees
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
3.	Community and Industrial Improvement	3. Chamber of Commerce
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
4.	Eye examination and eyeglasses	4. Lions Club
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
5.	Hearing testing	5. Rotary Club
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
6.	(Others)_____	6._____
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	
7.	_____	7._____
	PERSON TO CONTACT_____	
	TELEPHONE NUMBER_____	

Civil Service

Program Description and Target Population.

Assistance in applying for Federal-Service Entrance Examinations for federal jobs and information on job openings in the area. Always openings for clerk typists in Washington, D.C.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

College or University

Program Description and Target Population.

Services Available:

1. For Students
   a. testing and counseling
   b. financial aid
   c. job placement
   d. educational and occupational placement

2. Prospective Students
   a. admissions and career counseling
   b. educational and occupational information
   c. special testing

3. Special Services
   a. GED (General Educational Development) testing for High School Equivalency Certificate
   b. Continuing Education Program

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Community Action Program - CAP

Program Description and Target Population.

The CAA is an agency which has a broad range of activities and purposes aimed at developing the individual and collective capacities of residents. Specifically, the aspects of CAA activity most relevant to comprehensive manpower planning are:

1. CAAs may be the prime sponsors for locally planned manpower programs funded by the Department of Labor, including the Concentrated Employment Program.

2. CAAs may be the funding agent of OEO-HEW-Labor jointly funded programs--Opportunity Industrialization Centers (OIC) and service, employment, rehabilitation (SER-Programs).

3. CAAs may operate locally devised manpower programs funded by OEO as local initiative projects.

4. CAAs may operate dispersed community facilities which already serve as or have the potential for serving as outreach stations.

5. CAAs may be operators of, or potential operators of, social programs which are supportive to manpower programs--e.g., child day care, economic development, or legal services.

CAA's will continue to direct their manpower efforts exclusively upon the hard-core unemployed and underemployed poor.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

_____

TELEPHONE NUMBER _____

Community Coordinated Child Care (4-C) Program

Program Description and Target Population.

The 4-C Program is designed to provide a mechanism for the coordination of child day care services at the state and local levels. Its basic aims are (1) the orderly and systematic expansion of child care services and (2) assuring continuity of such services. Duplication of services gaps in existing services can be eliminated by this interagency planning and coordination.

The 4-C Program can be well utilized by manpower planners in identifying day care services available to mothers interested in training or work.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Community School Program - Local Board of Education

Program Description and Target Population.

The concept of community education is based on the premise that education should be relevant to people's needs and that local resources can be united to solve community problems.

It expands the role of the traditional school from that of a formal learning center primarily for young people, operating six hours a day, five days a week, 39 weeks a year, to a community human development center providing self-improvement opportunities to all segments of the population on a schedule that is virtually around the clock--around the year. It provides a wide variety of educational opportunities without restriction to clientele to be served, the facilities required, or time of the program. Programs in community education vary from vocational training to recreational activities, baby clinics to after-school enrichment programs.

Because each community determines its educational and recreational activities, the programs vary in each locality according to the wishes of that school population. Programs are all-inclusive, however, relating to ages of children and adults.

Examples of Community School Programs include:

for children	for adults
spelling league	senior citizens' club
summer day camp	community council
boys' service club	one-parent family
after-school study hall	blooperball
bachelors' club	women's club
roller skating	men's club
breakfast program	adult education
art enrichment	programs for second
mathematics and science for fun	shift workers

for teens

teen clubs
road races
athletic clubs
social clubs
service clubs
teen beauty and charm

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

_____

TELEPHONE NUMBER _____

Notes:

Comprehensive Care Center

Program Description and Target Population.

The purpose of the Comprehensive Care Center is to provide mental health and mental retardation service.

Services include 24-hour emergency treatment, inpatient hosptialization for mental or emotional disturbance, outpatient treatment, partial hospitalization, and consultation and education for community groups related to mental health or mental retardation. The staff strives to cope with mental and emotional illnesses, family problems, alcoholism, drug abuse, learning and behavior problems, and mental retardation.

Financed by Federal and state funds, donations, and patients' fees which are based upon the patients' ability to pay.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

_____

TELEPHONE NUMBER_____

Notes:

Concentrated Employment Program - CEP

Program Description and Target Population.

The Concentrated Employment Program is designed to make a significant impact on the manpower problems of seriously disadvantaged persons in extremely depressed rural areas and inner city ghettos. A distinctive feature is concentration of services in such problem areas.

CEP links discrete manpower programs into a unified delivery system by combining the optimum mix of resources into a single project with one local sponsor. The objective of the program is to provide the disadvantaged with all the services and continuity of such services needed to obtain and retain a job at a livable economic level.

Applicants selected for appointment and meeting CEP eligibility requirements are provided the following services:

1. Pre-employment orientation;
2. Vocational coaches to ease the adjustment to job-encountered problems;
3. Two hours per day of basic education to enable the trainee to attain the academic ability to pass civil service examinations for higher job levels.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

_____

TELEPHONE NUMBER _____

Notes:

County or City Health Department

Program Description and Target Population.

Services available for the disadvantaged:

1. Mobile unit chest x-ray at frequent intervals.
2. 14 x 17 chest x-rays when recommended by physicians.
3. Routine immunizations.
4. Bi-monthly tuberculosis outpatient clinic.
5. Diabetes screening.
6. Venereal disease tests and treatments.
7. Hearing tests.
8. Vision tests.
9. School health services.
10. Home visits by nurse.
11. Planned parenthood assistance.
12. Cervical cancer tests (Pap smears)
13. Plumbing inspections.
14. Soil percolation tests.
15. Rabies control services.
16. Water sampling.
17. Issue verifications of births and deaths.
18. Laboratory services for many communicable diseases.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Experimental and Demonstration Program

Program Description and Target Population.

The principle aim of the Experimental and Demonstration (E&D) Program is to develop and test, through actual project operation, new ideas and techniques on how to meet manpower problems more effectively--particularly the problems of disadvantaged groups. In general E&D projects are characterized by (a) focus on distinctive techniques for aiding major disadvantaged groups who are not ordinarily aided effectively by regular program techniques, and/or (b) the use of institutions not ordinarily used as sponsoring agencies by the regular manpower programs, and/or (c) strong emphasis on formal measurement and analysis of the effectiveness of various manpower services.

Target populations are comprised of various groups--e.g., youth, prison inmates, handicapped--among the total disadvantaged population. It is not appropriate to attempt to qualify target groups since, in all, fewer than 50 new projects are funded each year. About three-quarters of these are operational, while the others are developmental or are analytic assessments of project operations.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Farmers Home Administration--Rural Housing Loans

Program Description and Target Population.

This program helps meet the housing needs of low-income rural residents who are unable to finance housing improvements for themselves or are unable to obtain reasonable credit terms elsewhere.

Rural housing loans are made to farmers and other rural residents in open country and small rural communities with a population of not more than 5,500. Loans are made to construct and repair homes and essential farm buildings and to purchase homes or home sites.

Loans are also made for rental and cooperatively owned housing. Funds may be used to build, buy, improve or repair cooperatively owned housing for senior citizens and other low- or moderate-income rural families.

Loans are made to individual farmers, groups of farmers or private nonprofit organizations to finance housing facilities for domestic farm labor.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Federal Housing Administration--
Interest Supplements on Home Mortgages

Program Description and Target Population.

This program enables low-income families to buy a home membership in a cooperative housing project.

HUD makes monthly payments to the mortgages to reduce interest costs to as low as 1 percent on a home mortgage insured by the FHA. The homeowenr must pay at least 20 percent of his adjusted monthly income on the mortage. Amounts of subsidies vary according to the income of the individual homeowners and the total amount of the mortgage payment at the market rate of interest. Family income and mortgage limits are established for eligibility in each locality. Assistance may be provided for new or substantially rehabilitated homes and, in a limited number of cases, for existing homes without rehabilitation.

The applicant may be any one whose income qualifies him for the subsidy aid, and who applies to a lending institution approved by FHA as a mortgagee.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Federal Housing Administration
Mortgage Credit Assistance for Homeownership

Program Description and Target Population.

This is a program to provide mortgage insurance to finance homeownership for low- and moderate-income families whose credit history does not qualify them for insurance under normal standards.

Low- and moderate-income families who are marginal credit risks may purchase homes with mortgages insured by FHA. Applicants may be low- and moderate-income families whose credit records indicate that they could manage their financial and other affairs in such a way as to achieve homeownership successfully if and when budget, debt management, and related counseling are available.

Application is made to the designated volunteer agency approved by FHA.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Federal Housing Administration--Rent Supplements

Program Description and Target Population.

The goal of this program is to make decent housing available to low-income individuals and families.

Federal rent supplement payments are made to owners of certain private housing projects. The rent supplement payment for a tenant amounts to the difference between 25 percent of his income and the fair market rental for the unit he occupies. As the tenant's income changes, the rent supplement is increased or decreased accordingly. If his income rises to the point where he can pay the full rent, he may continue living in the same unit without rent supplement.

Tenants whose incomes fall within prescribed limits may be eligible for rent supplements if they also qualify in one of the following ways: are elderly or handicapped (or have an elderly or handicapped wife or husband); are displaced by governmental action; are occupants of substandard housing; are present or former occupants of dwellings damaged or destroyed by natural disaster since April 1, 1965.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Food and Nutrition Service--Food Assistance Program

Program Description and Target Population.

This program provides food assistance for children and low-income families through child nutrition, food stamp, and commodity donation programs. It seeks to assure an adequate and nutritious diet for children in school and group situations such as day-care centers and summer activities, with particular emphasis on children in low-income areas and on low-income families.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Higher Education Project - Public Assistance

Program Description and Target Population.

High school students from public assistance families, who have the potential for college, are selected to participate in the Higher Education Project to ensure the benefits of higher education.

The program pays a small monthly grant to these students and provides counseling services so that a student can better cope with the financial and social problems of college life.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Housing Assistance Administration--Urban Renewal
and Housing Assistance: Low Rent Public Housing
Tenant Service
Relocation

Program Description and Target Population.

Low Rent Public Housing - helps public agencies provide decent, safe, and sanitary housing for low-income families at rents they can afford.

Tenant Service - helps finance tenant services for families living in low-rent public housing projects. Included are such services as counseling on housekeeping, money management, and child-care matters; advice on resources for meeting employment, educational, health, and other community services; services directly related to tenant needs and providing a wholesome living environment; and, if needed, referral to agencies that provide these services.

Relocation - this program assists in the relocation of individuals, families, businesses, and nonprofit organizations displaced by HUD-assisted programs.

For individuals and families, up to $200 for moving expenses (including storage costs) and direct loss of property.

For low-income families and elderly or handicapped individuals unable to obtain public housing or federal rent supplement housing, additional relocation payments of up to $500 per year for a two-year period.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Job Corps

Program Description and Target Population.

Job Corps provides a residential rehabilitation program for disadvantaged youth whose home or community environment is so culturally deprived that it inhibits success in other remedial or preparatory training activities, or who are located in rural or other areas where work and training opportunities are not available. Services include: vocational training, basic education, counseling, personal and cultural development, recreational activities, and work experience training. As stated in the authorizing legislation, its purpose is to assist "low income, disadvantaged young men and women ... to be once more responsible, employable, and productive citizens...." The law limits enrollment to ages 14 through 21, and as a matter of operating practice Job Corps enrolls youth only in ages 16 through 21.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

JOBS
Job Opportunities in the Business Sector

Program Description and Target Population.

JOBS is an innovative undertaking by industry and government to provide employment and training to disadvantaged unemployed people and to upgrade workers in low skill occupations.

The program involves a commitment by private employers to first hire and then train JOBS participants, thereby eliminating the frustration which results from training with only the hope of eventual employment. The JOBS participant is paid the usual wage for the position in which he is being hired and given all the benefits provided to regular employees. The JOBS program also encourages employers to provide the full range of supportive services needful for disadvantaged entry-level workers to become permanent productive members of the labor force and for employees trapped in low-skill jobs to progress to better jobs. These services may include counseling, orientation, job-related education, minor medical care, child care, and transportation.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Labor Mobility Project

Program Description and Target Population.

The Labor Mobility Project is one of a series of experimental projects conducted in the United States to assess the effectiveness of reducing unemployment and increasing the mobility of unemployed workers by providing supportive social services and financial assistance to meet their relocation expenses.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Local Public School System

Program Description and Target Population.

Services available:

1. ABE classes
2. Counseling
3. GED applications and information
4. School lunch program

LOCAL OFFICE_____

PERSON TO CONTACT_____ _____

ADDRESS_____

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TELEPHONE NUMBER_____ _____

Notes:

MDTA Institutional, On-The-Job Training, and Part-Time and Other Training

Program Description and Target Population.

The objectives of the Manpower Development and Training Act are:

1. To provide occupational training and supportive services for unemployed and underemployed persons who cannot obtain appropriate full-time employment without training;

2. To upgrade present skills, and to meet the job needs of workers displaced by automation, technological change, geographic relocation of industry and other changes in the job market.

To achieve these goals and in order to tailor them to the needs of the primary target group, the disadvantaged, it has been necessary to provide a wide variety of services in addition to vocational instruction, including basic and remedial education, vocational orientation, pre-vocational training, health services, counseling, and placement services.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Military Education Directed Into Health Careers
("Operation MEDIHC")

Program Description and Target Population.

"Operation MEDIHC" was initiated by the Departments of Defense and Health, Education, and Welfare to recruit discharged servicemen with experience in health occupations into education and/or employment for civilian health careers. The program provides health careers counseling to servicemen three months prior to discharge and identifies an agency in each state to counsel and to receive names, addresses, and backgrounds of servicemen seeking health careers, education, or employment opportunities in that state.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

National Apprenticeship Program

Program Description and Target Population.

The National Apprenticeship Program provides for the promotion, improvement, and expansion of apprenticeship and other industrial training programs. Technical assistance is provided to employers, labor unions, and community organization in evaluating skill requirements and in promoting training programs of skill development. Information is provided on training methods, successful systems, available facilities and services. Advice and technical assistance are provided on establishing in-plant organizations and training. Where collective bargaining is practiced, management and unions are brought together jointly to install and sponsor skill development.

In FY 1971 the National Apprenticeship Program emphasizes the nationwide promotion of apprentice opportunities for those who need assistance most--young people who suffer from bias and discrimination in their search for jobs. The key to creating more jobs for minorities and the disadvantaged is to enable them to develop the skills that today's highly technical job market demands. Existing training programs will be expanded and additional private employers will be encouraged to take more of the underprivileged into their training programs.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Neighborhood Youth Corps - NYC

Program Description and Target Population.

The Neighborhood Youth Corps (NYC) is designed to provide disadvantaged youth with paid work and training opportunities. The program consists of three components: In-School, Summer, and Out-of-School. The In-School and Summer components provide part-time employment, useful work experience, and supportive services to students from low-income families. The Out-of-School component provides skill trai ning opportunities, remedial education, work experience, income, and incentives, and a wide variety of other features to improve the youth's employability.

The In-School and Summer programs are directed to youths in the ninth through twelfth grades or students who are 16 or 17 years old at the time of enrollment, usually high school dropouts and from poor families.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

New Careers Program

Program Description and Target Population.

The New Careers Program trains unemployed and underemployed adults, aged 22 or older, for career employment in social service fields.

New Careers enrollees can train for jobs such as nurse's aide, laboratory technician, youth worker, hospital aide, teacher assistant, and social service aide. They can work in hospitals, schools, homes for aged, clinics, neighborhood and community centers, police departments, and correctional institutions.

Enrollees are paid the legal federal or state minimum wage or the prevailing wage for comparable work, whichever is highest, for all time spent in work and training up to 40 hours a week. Enrollees are compensated for time spent in related activities, such as remedial and basic education and specific skill training. In addition, they receive personal and vocational counseling.

Each person selected for New Careers training projects must be:

1. Twenty-two years of age or older
2. A permanent resident of the United States
3. Unemployed, with a family income below the poverty line.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Operation Mainstream

Program Description and Target Population.

Operation Mainstream is a job creation and work-training program for chronically unemployed poor adults (22 years of age and over), mainly in rural areas, who have no reasonable prospects for full-time employment or training assistance under other programs. Enrollees participate in projects designed to improve or beautify the community or areas served. Project activities contribute to the management, conservation, or development of natural resources, recreational areas, parks, highways, and other lands in rural areas and small towns. The regular Mainstream program provides 40-hour work weeks. In addition, work and training opportunities are provided in projects for senior citizens which limit the work week to 20 hours.

This program serves persons who are underemployed or unemployed as a result of age, discrimination, or lack of opportunity.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Opportunities Industrialization Centers - OIC's

Program Description and Target Population.

The OIC is a privately organized and directed training program emphasizing minority group leadership and enrollment, extensive use of volunteers, and assistance and participation by industry. Its purpose is to recruit and train unemployed workers who ordinarily have not been attracted to public agency programs. Patterned after a model first developed in Philadelphia, OIC provides motivational and basic work orientation in a "feeder" center and occupational training in skill development centers. A key feature of the program is involvement of employers in the training and subsequent placement of participants.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Public Assistance

Program Description and Target Population.

The primary purpose of Public Assistance programs is to provide needy persons with income to supplement their own resources, to enable them to secure the necessities of life and medical and remedial care and services, and to help them to achieve the greatest economic and personal independence possible to them. The programs consist of providing financial assistance to the needy aged, blind, or disabled persons and needy children deprived of parental care or support because of death, incapacity, or absence of the parent. These financial assistance programs and a comprehensive medical service program to provide social casework services to strengthen family life, self-support, self-care, and rehabilitation, are the basic, on-going, day-to-day services provided by the public assistance programs.

Outline of Services:

1. Financial
   a. aged (65), blind or disabled (18) - (AABD)
   b. families with dependent children (under 21) - (AADC)
2. Social Services
   a. financial affairs
   b. legal
   c. living conditions
   d. medical services or protection
   e. congregate care facilities
   f. AFDC - Vocational Rehabilitation (mothers)
      (1) employment
      (2) medical services
      (3) educational services
      (4) family planning
      (5) reuniting families
3. Medical Assistance
   a. hospitalization
   b. physician services
   c. dental benefits
   d. nursing home service
   e. hosptial out-patient service
   f. state mental and TB hospitals
   g. home health agency benefits

4. Food Stamp Program
   a. coupons for purchase of food

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Public Library

Program Description and Target Population

The public library is a free resource for information, education, and entertainment. Both print and non-print materials are available on almost any subject, on all reading levels, and for all ages. Practical information for undereducated adults is available on health, family, consumer economics, personal adjustment, housing, jobs, education, legal aid, and others. Services include not only a central library, but neighborhood branches, storefront libraries, rotating collections in easily accessible neighborhood locations, bookmobiles, mail service, inter-library loans, community referral services, and special programs.

The target population is the entire community. Recent emphasis has been placed on meeting the information needs of the disadvantaged, the aging, the undereducated, and minority groups.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Public Service Careers

Program Description and Target Population.

Public Service Careers is a new manpower program created to secure, within merit principles, permanent employment for the disadvantaged in public service agencies and to stimulate upgrading of current public sector employees. The purpose is to meet manpower needs of public agencies while expanding jobs for the disadvantaged.

The four major strategies for implementing the program are:

1. Employment and upgrading in state, county, and local governments.
2. Employment and upgrading in agencies receiving federal grants-in-aid.
3. New careers in human services.
4. Employment and upgrading in the federal service (still in developmental phase in mid-FY 1970).

The target population for entry will continue to be disadvantaged persons. For upgrading...the target population will be under-utilized, low-income employees.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Selective Service Rehabilitants

Program Description and Target Population.

The Employment Service cooperates with the Selective Service System in a program of intensive service to unemployed and underemployed young men who fail to meet the educational or intelligence standards of the Armed Forces. These rejectees, in most cases, have serious educational deficiences. They lack ordinary motivation or ambition. The program is designed to provide an opportunity for them to work their way back.

Local offices have prepared lists of jobs or fields of work which offer the greatest opportunities for this group. Surveys indicate that these young men have the potential for occupations involving machinery, structural work, bench crafts, mechanical repairing, and food service. Job possibilities that may lead to suitable employment are thoroughly explored. If needed, group sessions in job finding are conducted.

LOCAL OFFICE_____

PERSON TO CONTACT_____

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TELEPHONE NUMBER_____

Notes:

Social Security Administration

Program Description and Target Population.

Services available:

1. Income Maintenance
   a. Social Security Retirement Benefits
   b. Social Security Survivors Benefits
   c. Social Security Disability Benefits
2. Medical Assistance
   a. "Medicare" enrollment
      (1) hospital insurance
      (2) medical insurance
   b. Medicaid
   c. Filing Claims for Medical Insurance Benefits
3. Records Maintenance
   a. Issues original and duplicate social security account numbers and employer identification numbers
   b. Provides "Medicare" claim number to physicians and hospitals.

LOCAL OFFICE_____

PERSON TO CONTACT

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

State Employment Security Agencies

Program Description and Target Population.

The purposes of the Federal-State Employment Service System are:

1. To operate a placement service for all job-seekers;
2. To provide counseling, testing, and other manpower services;
3. To provide employability assistance to groups with special problems; e.g., the handicapped, the disadvantaged, youth, older workers, and veterans;
4. To conduct job development activities on behalf of ES clients;
5. To provide industrial services to employers, including assistance with in-plant training and matching job requirements with worker's skills;
6. To develop, collect, and disseminate labor market information;
7. To provide specialized placement service to workers and employers in the agricultural and woods industries;
8. To provide manpower planning expertise to community organizations in dealing with economic development and social problems;
9. To determine training needs and assist in the development of programs to meet these needs.

Selected ES services to disadvantaged applicants:

1. Applications
2. Counseling interviews
3. Job development contacts
4. Placements
   a. non-farm
   b. farm
   c. special
5. Referrals to training
   a. Job Corps
   b. Neighborhood Youth Corps - NYC
   c. Manpower Development and Training Act - MDTA
   d. Work Incentive Program - WIN

The target population for the Employment Service programs is all unemployed and underemployed persons in need of manpower services. However, major efforts are directed to those persons most in need of such services; i.e., the poor, older workers, youth, and disadvantaged persons in rural and inner-city areas.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

Unemployment Insurance

Program Description and Target Population.

Unemployment Insurance is a program for income maintenance during periods of involuntary unemployment due to lack of work, which provides partial compensation of wage loss as a matter of right.

The unemployment insurance claims are filed through the local office of the Employment Service at which unemployed workers, including federal civilian employees and ex-servicemen, register for work and file claims for benefits.

Payment Process: The payment process is initiated by the filing of a valid claim by a worker. In order for a claim to be valid the worker must have earned:

1. At least $250 in one calendar quarter in his base period;
2. Total base-period wages equal to at least 1 3/8 times his high quarter wages; and
3. Wages in the last two quarters of his base period equal to at least eight times his weekly benefit rate.

If all the above requirements are met, such claim establishes for the worker a benefit year, his weekly benefit rate, and the maximum amount of benefit he may receive during his benefit year.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

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TELEPHONE NUMBER_____

Notes:

USDA Committees for Rural Development

Program Description and Target Population.

USDA Committeesfor Rural Development promote overall rural area development by assisting people and communities to identify services they need for economic, social, and cultural growth and to locate and secure the needed services. They also assist individuals and organized development groups, including public bodies, private nonprofit associations,and rural area development committees, with economic development plans, community development projects, inventories, and surveys, and in making programs such as CAPS effective in rural areas.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

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TELEPHONE NUMBER _____

Notes:

Veterans Administration

Program Description and Target Population.

The Department of Labor and the VA have a cooperative national agreement to facilitate the vocational adjustment of veterans. It is the responsibility of the employment service to provide job counseling, employment placement, and job market information.

If the veteran (service-connected disabled veteran or cold war veteran) is not prepared to enter suitable employment immediately, he is to be referred to the VA for rehabilitation, education and training, vocational counseling, and any other appropriate services to return him to competitive employment. The VA will refer a veteran to the ES under the following circumstances:

1. The veteran desires assistance in obtaining employment rather than advisement or training.
2. As a result of vocational counseling, employment rather than training is determined to be the appropriate action.
3. The veteran who is in training status under Public Law 16 or 894 and who is to be declared rehabilitated in 60 days desires assistance in obtaining employment.
4. The veteran requests employment information and/or assistance.

Veterans referred to the ES by the VA are to be given all available appropriate service, with disabled veterans being given first priority.

LOCAL OFFICE_____

PERSON TO CONTACT_____

ADDRESS_____

TELEPHONE NUMBER_____

Notes:

Vocational Extension

Program Description and Target Population.

The long-range goals of local vocational education are:

1. Maintain and improve existing programs.
2. Develop a closer working relationship with local citizens, school personnel, and students.
3. Initiate cooperative programs
   a. Provide on-job training experience for senior students.
   b. Utilize local businesses as a training lab.
   c. School and business community combine efforts to promote cooperative organizations.
   d. To continue to individualize instruction so each student may reach full potential.
4. Placement Bureau
   a. To aid students in jobs suitable for their training.
5. Guidance Counselor (Vocational).
6. To continue to upgrade facilities and programs to meet technological trends.

Classes offered at Vocational Extension are:

1. Industrial Electricity.
2. Auto Mechanics
3. Drafting
4. Carpentry and Woodwork
5. Business and Office Education
6. Evening Extension Class

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes:

Vocational Rehabilitation

Program Description and Target Population.

The Vocational Rehabilitation Program provides vocational rehabilitation services to handicapped individuals so that they may prepare for gainful occupations commensurate with their maximum overall potential. Services provided may include: evaluation, including diagnostic and related services; counseling and guidance; physical restoration services; training, including personal and vocational adjustment; books and training materials; maintenance; placement; follow-up services; tools, equipment, initial stocks and supplies; management services and supervision for small business enterprises operated under the supervision of the state agency by the severely handicapped; transportation; occupational licenses; reader services for the blind; interpreter services for the deaf; services to family members when such services will contribute substantially to the rehabilitation of the handicapped individual; and such other goods and services as are necessary to render a handicapped individual fit to engage in a gainful occupation. These services are available to individuals who are under a physical or mental disability which constitutes a substantial handicap to employment, but which is of a nature that vocational rehabilitation services may reasonably be expected to enable them to become capable of engaging in a gainful occupation. A new, distinct state program to provide vocational evaluation and work adjustment services to socially and culturally disadvantaged persons was authorized in the 1968 Amendments to the Act, but has not been funded to date.

The target population consists of all disabled individuals who need and want vocational rehabilitation services.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes:

Work Incentive Program - WIN

Program Description and Target Population.

The purpose of the Work Incentive Program (WIN) is to provide all the services and opportunities necessary to move Aid to Families with Dependent Children (AFDC) recipients from dependency to stable employment at a living wage. WIN provides a comprehensive program of the services required, including child care and other supportive services, funded through a single source. WIN enrollees are provided with training, education, and work experience to prepare them to use their potential in a job. Where there are not suitable work opportunities in other manpower programs or in the job market, special work projects may be developed.

In 1971, target groups, in order of preference are:

1. Unemployed fathers;
2. Dependent youths and essential persons age 16 and over who are not in school, at work, or in training, and for whom there are not educational plans to be implemented within three months;
3. Volunteer mothers for AFDC rolls.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes:

VI. BIBLIOGRAPHY

Cooperative Area Manpower Planning System, Interagency Cooperative Issuance No. 71-2; "National Planning Guidance for Fiscal Year 1971 and Instructions for Preparation and Transmittal of Part B of F.Y. 1971 Comprehensive Manpower Plans," Washington, D.C., May 25, 1970.

Department of Economic Security, CAMPS Agency Directory-Maysville-Mason County, Kentucky, Maysville, Kentucky.

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King, Gordon A., and Timothy F. Regan. System For Interagency Coordination In Adult Education, A Report of a Study Conducted by ESC (1211 Connecticut Avenue, N.W., Washington, D.C.), November, 1969.

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U.S. Department of Labor, Summary Guide to Federally Assisted Manpower Training and Support Programs, A Report from the 1970 Manpower Report of the President, Washington, D.C., 1970.

U.S. Office of Economic Opportunity, Catalog of Federal Assistance Programs, Washington, D.C., June 1, 1967.

PROFESSIONAL ASSOCIATIONS, JOURNALS, AND INFORMATION SOURCES

As you work at your job or resume your graduate studies in Adult and Continuing Education, it would be well to seriously consider membership in professional associations and subscriptions to professional journals that will enhance your personal growth in the field, keep you abreast of current developments and further acquaint you with individuals making the decisions in your special interest area of continuing education.

On the highly recommended list are:

NATIONAL ASSOCIATIONS

Adult Education Association of the U.S.A.

National Association for Public Continuing and Adult Education

American Association for Higher Education

National Community School Education Association

STATE ASSOCIATIONS

Join the Adult Education Association in your state. These devisions are usually formed under two different names, Adult Education Association of (State) and (State) Association for Adult and Continuing Education.

JOURNALS

Convergence - An International Journal of Adult Education

Journal of Extension - Formerly the Journal of Cooperative Extension

Junior College Journal - Published by American Association of Junior Colleges

Adult Leadership - Both published by Adult Education Association

Adult Education - of the U.S.A.

Student rates are available for most of the above Journals.

INFORMATION SOURCES

Eric Clearinghouse on Adult Education
Syracuse University
107 Roney Lane
Syracuse, NY 13210

National Multimedia Center for
Adult Basic Education
Adult Continuing Education Center
14 Normal Avenue
Montclair State College
Upper Montclair, NJ 07043

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